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DD/A 80-0427/7

1 JUL 1980

25X1 MEMORANDUM FOR: [REDACTED]
 Chairman, Long-Range Planning Team

25X1 FROM: [REDACTED]
 Chief, Management Staff, DDA

SUBJECT: Preliminary Issues Inventory for the DDA

1. Attached as requested is a preliminary issues inventory for the Directorate of Administration for your use in developing a Five Year CIA Plan and Guidance document. The Directorate has tentatively identified ten management issues (strategic objectives) on which we will focus our efforts during the planning period you are proposing. These strategic objectives, we think, meet our definitional standard -- i.e., those initiatives that we must begin to plan for and implement in order that our components will have the requisite skills, usable technology, capacity, and organizational structures in place and available to respond to known or projected customer requirements. We have provided a "solution" statement to each strategic objective because in nearly every instance we are injecting ourselves into an ongoing planning activity. We have also provided a series of planning assumptions that, in our collective judgment, are germane to each strategic objective.

2. These preliminary strategic objectives all build upon and will significantly add to this Directorate's ability to provide timely, responsive, and cost-effective support to significant known or projected customer requirements that cannot presently be provided. During the period you intend to cover with the Five Year Plan and Guidance document, this Directorate will address planning on two levels:

- long-range or strategic objectives; and
- operational objectives.

Our operational planning activities during this period will be designed to ensure that ongoing customer requirements for our services and products are also satisfied in a timely, responsive, and cost-effective manner. Through our Directorate planning process we will attempt to balance and reallocate as necessary the resources available to us to provide continuing

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communications, data processing, logistical, training, security, financial, and medical services support to the CIA.

3. These strategic objectives have not been discussed with either Don Wortman or Bill Hart, nor have either had the opportunity to discuss them with their senior line managers. For this reason we identify them as tentative in nature and fully subject to change. We will confirm them as soon as possible.



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Attachments:
As Stated